

Appointment and Confirmation, and Reappointment and Reconfirmation, of Certain City Offices

February 20, 2013

(Note: This process pertains not only to Council's role of reconfirmation, but also the Mayor's reappointment role, if applicable.)

A list of City department heads subject to City Council confirmation, and reconfirmation where applicable, is provided as *Attachment 1*.

Resolution 30962

Resolution 30962 describes the Council process for confirmation and reconfirmation when evaluating the appointment of a City department head. This Resolution is provided as *Attachment 2*, and includes the following steps for the confirmation or reconfirmation of a department head:

- a. The Mayor submits to the Council the materials for the appointment or reappointment of a department head in paper and electronic form. The Mayor submits, at a minimum, the following:
 - Transmittal letter;
 - Letter to appointee describing terms of appointment (does not apply for reappointment);
 - Appointment form;
 - Oath of office;
 - Resume; and
 - Memo relating to background check (does not apply for reappointment).
- b. The City Clerk places the materials in a Clerk File (C.F.) and processes the C.F. as proposed legislation is processed, including placing the C.F. on the Referral Calendar to be introduced and referred to the appropriate Council committee as determined by the Council President, and posting the materials on the Clerk's website under the assigned C.F. number.
- c. The committee chair distributes to all Councilmembers the written materials for the appointment or reappointment submitted by the Mayor.
- d. The committee chair provides public notice of the confirmation or reconfirmation process and the availability of the materials at least two weeks before the committee meeting at which the C.F. will be discussed, in addition to listing the C.F. on the agenda for that committee meeting.
- e. The committee chair takes public comment on the proposed confirmation or reconfirmation at each committee meeting at which the C.F. is discussed, and also accepts public comment submitted in other forms before City Council action.
- f. The committee chair makes all written public comment available to all Councilmembers for review and available to the public, including posting on the Council's website as appropriate.
- g. The Council President schedules full City Council action on the C.F. within ten weeks of the date that the Mayor submits to the Council the written materials for the appointment or reappointment of a department head.

Background 2006 Charter Amendment

In 2006, the City Council wanted to make all major department heads subject to periodic reappointment by the Mayor and reconfirmation by the Council.

- Five department heads were already subject to this requirement (City Light, Neighborhoods, Planning and Development, Seattle Public Utilities, and SDOT).
- Five department heads were governed only by the Seattle Municipal Code and so the change could be made to the Code by ordinance (Executive Administration, Fleets and Facilities, Human Services, Information Technology, and Seattle Center).
- Five department heads were governed by the City Charter and so the change had to be made by Charter amendment (Finance, Parks and Recreation, Personnel, Police, and Fire).

A Charter amendment proposed in 2006 provided for periodic reappointment by the Mayor and reconfirmation by the Council for the heads of Finance, Parks and Recreation, Personnel, Police, and Fire. At the Full Council meeting of July 31, 2006, an amendment was approved to delete the requirement for reappointment and reconfirmation for the Police and Fire Chiefs.

Charter Amendment Process

ARTICLE XX. Sections 1. and 2., provide in pertinent part:

Section 1. Charter Amendments Proposed by the Council

1. An amendment or amendments to the City Charter may be proposed by the City Council if the same be agreed to by a majority of all Councilmembers.
2. Upon the passage of any such amendment or amendments, the same shall be submitted to electors of the City for their ratification at the next **general** state or municipal election, which shall be at least sixty days after the adoption of such proposed amendment in the council.
3. If at such election any such amendment shall be ratified by a majority of the qualified electors voting thereon, the same shall thereby become a part of this Charter, and within five days after certification of the results of such election shall be by the Mayor by proclamation published in the City official newspaper and proclaimed a part thereof.
4. After the passage of such proposed amendments through the Council the same shall be published in accordance with state law by the City Clerk prior to the day of submitting the same to the electors for their approval.

Section 2. Charter Amendments Proposed by Voters

1. Whenever fifteen percent in number of the registered voters of the City voting at the last preceding election for the office of Mayor shall file with the City Council a petition for a specified Charter amendment it shall be the duty of the City Council to submit said amendment to the voters of the City for their ratification or rejection at the next **general** municipal election occurring at least sixty days after the filing of such petition.
2. Such amendment shall be submitted in the manner provided by law for the submission of propositions to the voters of the City.

3. When such petition is filed with the City Council it shall be the duty of the City Clerk to convey the signed petitions to the officer responsible for verification of the sufficiency of signatures under state law, and to convey to the City Council any report received as to the number of valid signatures contained in such petition.
4. If at the general municipal election at which such amendment is submitted, a majority of the lawful voters voting thereon shall by their vote ratify any amendment so submitted, the same shall thereby become a part of the Charter and within five days after certification of the results of such election it shall, by proclamation of the Mayor, which shall be published in the city official newspaper, be so proclaimed.
5. If more than one amendment be petitioned for and submitted at the same election such amendments shall be submitted in such manner that the electors may vote for or against each amendment separately.
6. After submission by the City Council, every such amendment shall be published by the City Clerk in accordance with state law prior to such election and such other notice shall be given as may be required by state law for the submission of propositions to the voters of the City for their ratification or rejection.

2013 General Election Schedule

The 2013 King County Elections Jurisdiction Calendar requires all November 5, General Election ballot measures be submitted to King County no later than August 6, 2013.